



## Job Announcement

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### OPEN TO CURRENT MARYLAND STATE EMPLOYEES ONLY EXTENDED CLOSING DATE and REVISED MINIMUM QUALIFICATIONS

<b>Opening Date:</b>	December 7, 2012	<b>Closing Date:</b>	December 28, 2012
<b>Job Title:</b>	Payroll/Leave Accounting Specialist	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000785, 067979	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Administrative Office of the Courts - Human Resources Department Annapolis, Maryland	<b>Grade/Salary Range:</b>	J11 \$38,975 - \$63,049
		<b>Financial Disclosure:</b>	No

#### Regular State employees are subject to promotion/demotion policy

**Essential Functions:** This position is responsible for processing bi-weekly payrolls using the Annapolis Data Center- Central Payroll Bureau online program to record, reconcile and pay wages for both regular and contractual staff. Work involves analyzing, calculating and verifying exception time reports for regular payroll and positive time reports for contractual payroll, following the procedures established by the Central Payroll Bureau. Performs analysis and verification of personnel actions transmitted between Human Resources, Department of Budget and Management and Central Payroll Bureau. Performs manual computation of salary adjustments, overtime, separation leave pay-outs, acting capacity, shift differential, reclassifications, etc. Position verifies eligibility and monitors leave balances for accurate adherence to FMLA guidelines and to Judiciary Leave Bank and Leave Donation policies. Analyzes, calculates and maintains an accurate accounting of leave earned/taken. Position interacts with employees of varying levels of authority, cross-departmental and Statewide. Provides direction and guidance to supervisors and administrators and responds to confidential employment and wage verification inquiries. Performs all other related leave accounting/payroll processing duties as assigned.

**Education:** High School diploma or GED.

**Experience:** Three years of human resources experience and/or payroll/leave accounting experience that directly relates to the essential functions listed above.

**Preferred:** Prior State government payroll/leave accounting or human resources experience.

**Notes:** Experience verifying or reconciling accounts may be substituted for up to two years of the required experience. Also, six college credits in accounting may be substituted for one year of the required work experience.

**Skills/Abilities:** Knowledge of and the ability to comply with audit standards, Judiciary policies and procedures as well as other governing regulations. Knowledge of current FMLA regulations and the ability to interpret and apply Judiciary leave bank/donation guidelines. Must have a professional demeanor and the ability to interact with Central Payroll staff, judges, Judiciary managers, customers and co-workers in an effective, patient and tactful manner. Must have excellent mathematical aptitude and a basic knowledge of accounting and office procedures. Must have effective communication skills, strong analytical and organizational skills and the ability to work independently while seeking guidance as needed. Ability to interpret and follow State government payroll processing policies and procedures. Knowledge of Human Resources policies, the State of Maryland Rules and Regulations and the Fair Labor Standards Act. Must have excellent computer skills, including data entry, word processing and spreadsheet development experience and have the ability to learn to generate ad hoc system reports for a specific purpose, case or situation. Ability to perform under pressure, prioritize tasks, and plan ahead to meet deadlines while maintaining extreme accuracy. Ability to maintain confidentiality. Ability to perform all of the essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received in the Office of Human Resources at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.